

Three (3) copies of the drawings must accompany this permit application.

ENTERED IN COMPUTER FILE

Permit Number _____

CONTROL _____ SECTION _____

INITIAL AND DATE

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SEASONAL HAY HARVESTING PERMIT
(Applications must be submitted between January 2 and May 1 of calendar year)
Est. 02/2014

A copy of this permit shall be available at the site where and when work is performed.

Whereas _____,
(Print or type name of applicant)

hereinafter termed applicant, requests a permit for the use and occupancy of the right-of-way of State Highway No. _____

in _____ Parish, located as follows:

from: _____ Lat: _____ Long: _____

to: _____ Lat: _____ Long: _____

(in Decimal Degrees, e.g. Lat:-30.459, Long: -91.178)

for hay harvesting of the following described project (Use additional sheets as necessary):

By signing this permit, the applicant/permittee hereby acknowledges receiving a copy of the permit, the general conditions and standards, and the Specific Standards for Hay Harvesting, and agrees to comply with all provisions contained therein and all applicable laws, rules and regulations.

The permit fee detailed herein must accompany the application. The fee must be paid by check or money order to LA DOTD. No cash accepted.

DOTD USE ONLY:

Permit is subject to the following conditions:

RECOMMENDED FOR APPROVAL
(Check box if review required)

Permit must be signed by the owner or lessee of the property.

☒ District Permit Specialist / Date

(Owner) (Signature) (Date)

☐ District Traffic Operation Engineer / Date

(Name of Person Signing Permit) (Printed or Typed)

☒ Roadside Development District Coordinator / Date

(Title)

(Street or P.O. Box)

☒ District ADA of Operations or Area Engineer / Date

(City or Town) (State) (Zip Code)

Applicant must notify District Permit Specialist and Roadside Coordinator at phone numbers: _____
prior to beginning work and after work is completed.

(Telephone Number)

(E-mail Address)

DOTD APPROVAL:

Issue Date: _____

District Administrator (or Designee) / Date

Expiration Date: August 31, 20
(Harvesting is only allowed from June 1 to Aug 31 of calendar year)

Print Name

The following general conditions and standards shall apply:

FIRST: That, the rights and privileges granted herein shall be nonexclusive and shall not be construed to be any broader than those expressly set out in Acts of the Legislature of the State of Louisiana, regardless of the language used in this permit and that any facilities placed on the highway right-of-way shall be placed in accordance with existing laws and the standards of the Department.

SECOND: That, all work performed thereto shall at all times be subject to inspection and the right is reserved to require such changes, additions, repairs, relocations and removal as may at anytime be considered necessary to permit the relocation, reconstruction, widening and maintaining of the highway and to provide proper and safe protection to life and property on or adjacent to the highway, or in the interest of safety to traffic on the highway and that the cost of making such changes, additions, repairs and relocations shall be borne by the applicant, and that all of the cost of the work to be accomplished under this permit shall be borne by the permittee who agrees to hold the Department harmless therefore.

THIRD: That, the proposed hay harvesting operation shall not unreasonably interfere with the facilities or the operation or maintenance of the facilities of other persons, firms or corporations previously issued permits of use and occupancy, and the proposed facilities shall not be dangerous to persons or property using or occupying the highway or using facilities constructed under previously granted permits of use and occupancy; and that the Department's records of prior permits are available, it being the duty of the applicant to determine the existence and location of all facilities within the highway right-of-way.

FOURTH: That, data relative to the proposed location, access and operation of hay harvesting as may be required by the Department shall be furnished to the Department by the applicant free of cost, and that the permit applicant shall make any and all changes or additions necessary to make the proposed hay harvesting operations thereto satisfactory to the Department.

FIFTH: That, the applicant agrees to defend, indemnify, and hold harmless the Department and its duly appointed agents and employees from and against any and all claims, suits, liabilities, losses, damages, costs or expenses, including attorneys' fees sustained by reason of the exercise of this permit, whether or not the same may have been caused by the negligence of the Department, its agents or employees, provided, however, that the provisions of this last clause (whether or not the same may have been caused by the negligence of the Department, its agents or employees) shall not apply to any personal injury or property damage caused by the sole negligence of the Department, its agents or employees, unless such sole negligence shall consist or shall have consisted entirely and only of negligence in the granting of a seasonal hay harvesting permit.

SIXTH: That, any permit granted by the Department is subject to revocation at any time.

SEVENTH: That, signing for warning and protection of traffic in instances where workmen, equipment or materials are in close proximity to the roadway surfacing, shall be in accordance with requirements contained in the Department's Manual on Uniform Traffic Control Devices and the Department's Temporary Traffic Control (TTC) Details. No hay harvesting operations vehicles, equipment and/or materials shall operate from, or be parked, stored or stock piled on any highway, median, or in an area extending from thirty (30) feet beyond the outer edge of the paved roadway and shoulder of the highway on one side to thirty (30) feet beyond the outer edge of the paved roadway and shoulder of the highway on the opposite side or in the median of any divided highway.

EIGHTH: That, drainage in highway side and cross ditches must be maintained at all times. The entire highway right-of-way affected by work under a permit must be restored to as good a condition as existed prior to beginning work to the complete satisfaction of the Department's District Administrator.

NINTH: That, cutting and trimming of trees, shrubs, etc., shall be in accordance with the Department's EDSM IV.2.1.6 and Vegetation Manual, as revised.

SPECIFIC STANDARDS FOR HAY HARVESTING

- A. Cutting and harvesting hay shall be limited to no more than two times per permit and only between June 1, and August 31, of the year in which the permit is issued. All harvesting operations including removal of all hay bales must cease by August 31. Unless authorized in advance, harvesting operations shall be limited to Monday through Friday, exclusive of holidays, and shall only be conducted between one hour after sunrise and one hour before sunset.
- B. The cost of a permit is \$10.00 (Ten Dollars) per acre and is non-refundable.
- C. Landowners shall have priority to obtain permits to harvest hay on rights-of-way adjacent to their property. In order to qualify, the adjacent property owner must apply for a permit between January 2, and May 1, of each year and provide documentation verifying ownership in the adjacent property. Permits will not be issued for other applicants until after May 1.
- D. Each permit shall be limited to a specific amount of property which shall be determined by the appropriate District. The permitted area maybe located on both sides of the highway.
- E. No permit shall be issued in any area that is unsuitable for harvesting. DOTD has the sole discretion to determine suitability for harvesting.
- F. Harvesting is prohibited on interstate and control of access routes.
- G. All harvesting activity shall be coordinated with the DOTD's Roadside Development District Coordinator who shall be notified at least 48 hours in advance of anticipated harvesting activities. Permission to conduct harvesting activities or enter onto DOTD property may be denied, suspended or terminated by the District Administrator or his designee(s) at any time and for any reason. Reasons for denial may include, but are not limited to, weather, right-of-way conditions, and highway safety or work concerns. DOTD shall not be responsible for any monetary loss or damages attributable to the termination or suspension of harvesting operation.
- H. Permittee will provide, install and maintain necessary signage in accordance with the attached supplement.
- I. Under no circumstances may the permittee or permittee's employees, agents or assigns enter onto or exit the permitted area through the main traveled-way of a state highway. DOTD shall not be responsible for providing access to the permitted area. Agreements with adjacent landowners to access the permitted area shall be the responsibility of the permittee. The permittee shall provide a copy of a letter of no objection, or other agreement with the property owner, with the permit application. No permit shall be issued without an approved access plan.
- J. No persons, other than those engaged in harvesting activities pursuant to this permit, are authorized to be on DOTD rights-of-way. All persons, while engaged in harvesting operations, shall wear safety apparel in accordance with standards set forth in the "American National Standard for High-Visibility Safety Apparel and Headwear" for Class 2 or Class 3 of the ANSI/ISEA 107-2004.
- K. The permittee shall have a copy of the permit on site during all harvesting activities.
- L. The permittee shall collect all litter within the permitted area prior to harvesting and within 48 hours after harvesting operations cease. The permittee shall dispose of all litter off of the DOTD right-of-way. Trash and debris shall not be piled or bagged on travel lanes or paved shoulders. Trash and debris shall include, but is not limited to, litter, junk, rubbish, paper, cardboard, glass, cans, discarded items, garbage, old tires, treads, dead trees, wood materials, concrete, and etc. The permittee will be required to remove piles of building materials or other debris which have been dumped within the right of way. All bagged trash shall be removed within 48 hours after harvesting operations cease and shall not be stored within 30 feet of the paved outside edge of the roadway and shoulder.

- M. Permittee acknowledges that harvested hay may contain chemical residue from vehicular traffic and chemical herbicides not suitable for animal consumption.
- N. Permittee shall suspend harvesting operations if it is causing dust or debris that may impair visibility or traction for motorists.
- O. Permittee shall notify DOTD, in writing, when permittee ceases operations during cutting and harvesting or opts not to utilize the permit.
- P. Permittee must cut as close to signs, improvements, and appurtenances as can safely be accomplished.
- Q. Hay shall be mowed no lower than a height of five inches and selective mowing is prohibited.
- R. All hay shall be baled within three days of cutting, weather permitting.
- S. Baled hay shall be removed from the right of way within 24 hours after being baled. Should permittee fail to remove any bales within the prescribed time period, DOTD will remove them at permittee's expense.
- T. No harvesting operations, including but limited to, cutting, baling and loading, shall be conducted under the following, nonexclusive conditions:
 - (1) Within thirty feet (30) of the outside edge of the paved roadway and shoulder
 - (2) No bales shall be located within thirty (30) feet of the outside edge of the paved roadway and shoulder
 - (3) On slopes steeper than three feet horizontal to one foot vertical
 - (4) On newly seeded areas where adequate vegetation is not established
 - (5) On areas with sparse or marginal vegetative cover as determined by the department
 - (6) On medians, rest areas, and construction zones
 - (7) Within corporate limits
 - (8) In areas of construction
 - (9) Where the DOTD may restrict work within the right of way during adverse weather conditions, emergency evacuations or during periods of high traffic volume
 - (10) On any other area as determined by DOTD